

CENTRAL INTELLIGENCE AGENCY
OFFICE OF CENTRAL REFERENCE

15 May 1964

MEMORANDUM FOR:

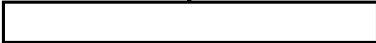


STATINTL

SUBJECT:

Annual End-User Summary Reports
on Foreign Service Personnel

1. Annual End-User Summary Reports (DS-973) on all Foreign Service Officers (including Reserve and Staff) are due in State/PER, POD, PE by 15 June 1964. These Summary reports, unlike airgram appraisals and the intelligence evaluation of each post's reporting, are included in individual officer's personnel folders in the Department, thus influencing future assignments and promotions. It is most important, therefore, that the reports be prepared carefully and objectively.

2. Only those officers who have contributed substantially to  are rated. If an ambassador or other high-ranking officer has participated in the program to any degree, a narrative statement recognizing his contribution should be prepared, but he should not receive a numerical rating.

3. Instructions for preparing the reports will be found on the back of Forms DS-973, sample attached. Extra copies of the form are available in my office, as are copies of last year's reports.

4. Please submit double-spaced drafts to me by c.o.b. 1 June 1964.

STATINTL



State Dept. review completed

FOR OFFICIAL USE ONLY

FORM DS-973
8-1-52DEPARTMENT OF STATE
ANNUAL END-USER SUMMARY REPORT

OFFICER REPORTED ON

CLASS

POST

REVIEWING DEPARTMENT OR BUREAU

PERIOD COVERED

DATE SUBMITTED

FROM

TO

(Signature of Reviewing Official)(Functional Title of Reviewing Official)

PLEASE FOLLOW INSTRUCTIONS ON REVERSE SIDE OF FORM

A. TYPE OF WORK OR ACTIVITY UNDER REVIEW

B. EVALUATION OF WORK PRODUCT OR ACTIVITY

State Dept. review completed

C. RATING

Annual End-User Summary Evaluations are required at the time annual efficiency reports are due and normally cover a period of approximately one year. The report should cover, in summary form, the End-User's evaluation of the performance or work product of the officer or employee as measured and observed during that period. If it is desired to submit comments on individual reports or actions, such reports should be submitted in memorandum form.

PURPOSE

It is the purpose of this form to provide the Department of State with End-User evaluations of the performance of individual officers and employees of the Foreign Service to be considered along with their annual efficiency reports and other evidence of record in arriving at an over-all evaluation of their performance during the period covered by the rating.

INSTRUCTIONS

A. *Type of Work or Activity Being Reviewed.*

Specify the exact type of reporting, work product, or activity on which the report is based.

B. *Evaluation of Work Product or Activity.*

Discuss such factors as quality, scope and quantity of work, initiative and resourcefulness demonstrated, general usability or appropriateness of the effort, significant contributions which may have resulted, and similar factors as indicated. Consider opportunities existing at the post. Consider whether statistical and other types of information are readily available or whether considerable initiative and ingenuity are required to secure even basic information. Attach supplementary sheets if required.

C. *Rating Assigned.*

The rating is to be assigned in terms of six (6) levels, six (6) represents the highest rating, one (1) the lowest. Using the following standards encircle on the face of this form that number which best reflects the level of the officer's or employee's performance with reference to the type of work or activity reported on. The narrative evaluation under part B should justify the rating assigned. Ratings should be confined to an evaluation of the reports or other work products submitted without reference to the class level of the officer or employee.

1. - The work product or performance was deficient in many important respects and clearly below acceptable standards.
2. - The work product or performance although acceptable and usable was deficient in several important respects.
3. - The work product or performance was satisfactory.
4. - The work product or performance was more than satisfactory indicating considerable initiative and resourcefulness.
5. - The work product or performance was so exceptionally well done as to leave no recognizable room for improvement in any significant respect.
6. - The work product or performance was superior in every respect denoting the highest degree of resourcefulness and initiative with no recognizable room for possible improvement.

D. *Disposition of Form.*

Completed forms should be submitted to the Department of State, Division of Foreign Service Personnel, Performance Measurement Branch.